

**CONFIDENTIAL****ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Revised ISB Off-Site Agenda

FROM:

Director of Communications

NO.

DD/A Registry

86-1516X

DATE

3 September 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA/MS  
7D18 HQS

4 SEP 1986

on

2.

EXA/DDA

15 SEP 1986

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3.

A DDA

18 SEP 1986

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DDA

19 SEP 1986

WTF

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Blenda (HOLD)

10.

11.

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DD/A REGISTRY

14.

FILE: 100-20

15.

FYI per  
our monthly  
meeting 3 Sept.cc: D/OIT > done  
D/OS > 9-4-862 to 3, 4: Do D/OIT and D/OC  
usually prebrief you on their  
input to the ISB? A copy of  
their viewgraphs or talking points  
would be helpful.DDA is mtg w/ D/OC  
and D/OIT on  
26 Sept, 11:00-12:00  
prior to 29 Sept  
Board mtg."Subj: Advanced  
Technology Hardware."FORM  
1-79610 USE PREVIOUS  
EDITIONS**CONFIDENTIAL**

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3:03 PM Tuesday, September 2, 1986

NOTE TO: Information Systems Board  
FROM:   
SUBJECT: Revised ISB Off-Site Agenda

Based on our discussion at the ISB meeting last Monday, here is my recasting of our agenda. Please give us any suggested major changes before the next Board meeting on Monday, 29 September.

Thursday, 6 November

1500-1530: POLICY - My only contribution to the two-day session will be a short, introductory discussion of the elements that I think an Agency information technology policy should address -- if we had one. I'd like to follow this with an equally short brain-storming session in which each of you contributes your thoughts on what such policies would include.

1530-1730: RESPONSIBILITY - Who does what? As we modernize our information networks and systems and introduce new technology such as PC's, which responsibilities must OIT, OC and OS retain and which should the components assume? If we had an ISB policy statement detailing organizational responsibilities in information technology, what would it include? (Security, user training, software support, standards and system integrity, applications programming, new system development ... for example?) I will table a strawman proposal to stimulate discussion, but please come with some specific thoughts from your organization's experience which will help us consider the broadest range of issues possible. I would like Ed Maloney to kick off this discussion by telling us what chunk of the responsibility OIT is prepared to assume and which chunks OIT prefers the components assume, followed by comments from the other members.

1800-1900: DINNER

1930-2100: SERVICE STANDARDS - In late July, we were briefed on OIT's early thinking about standards of service and we learned that the Customer Standards Group would be spending more time on this subject in the fall. Let's hear first from OIT on service standards from their perspective (including early thoughts on which services are preliminary candidates for standards) and then from each directorate on which services they think should be included and what standards they think OIT should commit to.

Friday, 7 November

0700-0800: BREAKFAST

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0800-0930: DATA STORAGE - What sort of Agency or Directorate policy on data storage will maximize efficient use of our storage capabilities and minimize the storage of trivia and the duplication of files? For example, should we discriminate between types of data -- personal data holdings (AIM files, rough drafts, etc.) and corporate data (substantive cable traffic, administrative databases, etc.)? Can we detail those areas for which the users must be responsible vs. the responsibilities of the central storage providers? Again, I would like OIT to kick off this discussion by giving us their best estimate of the actual costs (in space, personnel and funds) of storing data electronically and a brief description of their plans to improve storage capacity in the immediate future (15 minutes). I would like for Jim Hirsch, or someone from ODE, to give a short (15 minutes) summary and assessment of the capabilities and costs of new storage technologies.

- Each ISB member should then summarize the data storage issues he faces, give some perspective on the volume of electrical storage currently provided, and suggest at least 5 factors that would be included in an Agency data storage guidelines/policy. I will prepare a strawman suggestion for a way to get such a guidelines/policy drafted.

1000-1200: INFORMATION FLOW MANAGEMENT AND PLANNING - or how to bring some order out of chaos! What can we accomplish relatively quickly which will let us measure/predict the impact on our foreign and domestic networks and systems of new/continuing customer-initiated projects, major changes in access or use patterns, better standards of service, and a variety of other demands? How can we better determine our priorities, coordinate our activities, and manage the network while

- allowing the greatest amount of component level creativity? I will table a strawman proposal on how to get a modeling/planning/coordinating mechanism underway, but any mechanism will need policy guidelines to set it working in the right direction. Starting with OIT and OC, each of you should come prepared to take 10 minutes and outline your thoughts on the essential elements that an ISB guidelines/policy on information flow management and planning would include. We will allocate an additional hour for any discussion.

1200-1330: LUNCH

1330-1500: PEOPLE RESOURCES - What ideas do you have for improving our ability to attract, develop and hold good ADP and communications people? A possible solution under active consideration is banding. I would like

- to hear from each of you (10 minutes each) what personnel problems you face and discuss the pros and cons of banding (OC and OIT please tell us about your experiences) or other solutions that may be suggested.

1600 - RETURN TO DC

cc: 

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